## GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

P.O. Box 745 Institute, WV 25112

Minutes
April 28, 1999
Large Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Chairman, Leroy Dixon. In attendance were Linda Maniak, Janice Holland, Trudy Oliver, Debra Bensey, Steve King, Chris Miller, Tom Bell, Jack McComas, Curt Curtis, & Dee Wilder. Guests were Michael Cormier, & Brenda Hellwig.

**Approval of Minutes of Previous Meeting:** Jack McComas made a motion to approve the March minutes. Tom Bell seconded the motion; motion carried.

**Financial Report:** Dee Wilder gave a financial report indicating a budget balance \$1,845.57. Jack McComas made a motion to approve the budget. Tom Bell seconded the motion; motion carried.

Report of Chairman: Lee Dixon, Chairman had no new information.

Report of Executive Secretary: Curt Curtis, Executive Secretary had no new information.

**Report of the WARF Executive Director:** Steve King reported Shawnee Hills staff is functioning well under the new lease contract. They are providing the percentage accepted required of mail to be processed. Shawnee Hills will be represented next month on a local TV show, which will offer good publicity of State Use products. Shawnee Hills will be shifting some of their contracts to Goodwill. This change is being negotiated.

A selection has been made for marketing director of WARF. This individual will attend next month's meeting.

**Old Business:** There was no report of old business.

**New Business:** Rhonda Shaffer representing Jackson County Development Center distributed a handout to all committee members describing a concern with State Use Law and asking for this committee's advice and guidance. (See attachment). After a lengthy discussion, the committee suggested the chairman of this committee intervene with the president of the company and if necessary a letter to the governor. Mr. Bell made a motion for this letter to be drafted by Committee Chairman. Jack McComas seconded the motion; motion carried.

## Governor's Committee for the Purchase of Commodites April 28, 1999 Page 2

There was considerable discussion regarding building management contracts and contracts where the landlord provides janitorial services. Janice Holland made a motion to have a letter drafted to Joseph Markus, Director of Purchasing addressing these concerns and to provide provisions for State Use janitorial services to possibly be exempt from the owner or management company. Tom Bell seconded the motion; motion carried. Steve King will draft this letter.

Contract Presentation from CNA: Debra Bensey reported she hoped to have all renewals by May 30 instead of June 30 to avoid delays this year. Debra discussed renewal contracts with increases - Data Entry; Child Advocates - Morgantown, Sutton, Charleston,; DMV - Bridgeport, Teays, Logan, Mortinsburg, Huntington, Washington Street Kanawha Mall; DRS - New Martinsville, Mullins, Logan, Keyser, Weirton, Summersville, Elkins, Spencer, Williamson; EPA - Oak Hill, Oak Hill-Lawn; FSC - Jayne Hall, Library Colebank Hall; Public Service Commission; and Miner Health. Curt Curtis made a motion to approve renewals. Janice Holland seconded the motion; motion carried.

Debra discussed contracts up for renewal. They are Rail Authority; DOH - Bridgeport, Bridgeport Garage, Fairmont Garage, Fairmont Lab, and Mountaineer Challenge. There was only one new contract - DOH - Lewis County. Janice Holland made a motion to approve all renewals and the one new contract. Lee Dixon seconded the motion; motion carried.

The committee agreed to meet at 10:00 a.m. instead of 9:30 due to summer construction/highway delays. Committee members set dates for the next six months (See attached). No further business to discuss, Jack McComas made a motion to adjourn the meeting. Janice Holland seconded the motion; motion carried.

The time and place for the next meeting is May 26, 1999; 10:00 - 12:00; Large Conference Room at the Institute Complex.

Deloris Wilder Recorder

**Attachments:** 

**Jackson County Development Center (handout)** 

Committee New Schedule